

TANZA WATER DISTRICT

CASH MANAGEMENT CONTROL PROCEDURE

Quality Management System Procedures
TWD-QP-ACM-003 Rev. no. Ø Type of Document: Document No.

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1.0 OBJECTIVE

The purpose of this procedure is to establish the appropriate process of collection, remittance and recording daily collections of Tanza Water District.

2.0 SCOPE

This procedure covers the process of Tanza Water District of cash collection up to the transfer of cash to the authorized bank for deposit.

3.0 DEFINITION OF TERMS

- 3.1 Cash Receipts and Deposits Record (CRDR) is a record that shall serve as a report of the teller on his/her collections and deposits.
- 3.2 Cash Receipts Register (CRR) is maintained to monitor the cash collections and deposits and to summarize the breakdown of receipts received as of specific date.
- 3.3 New Government Accounting System (NGAS) is the simplified set of accounting concepts, guidelines and procedures designed to ensure correctness of such and also the correctness, completeness and timeliness in the recording of government financial transactions and production of financial reports.
- 3.4 Public Assistance and Complaints Desk (PACD) help desk dedicated in counseling or responding to queries and assistance on transaction matters of the organization
- 3.5 PWD Persons With Disability

4.0 REFERENCE DOCUMENTS

- 4.1 New Government Accounting System
- 4.2 Republic Act No. 9485

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The PACD shall be responsible for the issuance of transaction numbers.
- 5.2 The Customer Service Assistant shall be responsible for providing account information.





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- 5.3 The Teller shall be responsible for collection and issuance of receipt.
- 5.4 The Cashier shall be responsible for the remittance of collection.

6.0 PROCEDURE DETAILS

6.1 General Flow of Collection

Process Flow	In-charge	Process Description	Records
Transaction Number Issuance	PACD	Shall issue transaction number to the paying customer. Note: 1) For non-payment transactions, refer customer to the Customer Service Assistant. 2) Assist PWD or Senior Citizen for proceeding to the special lane in the Teller's section for payment or to the special lane in the CSA	
Issuance of Official Receipt	Teller	section for other transactions. Shall accept the customer's payment and issue an official receipt for the payment. Note: 1) Issue a Computer Generated Official Receipt for water bill payments. 2) Issue a Cashier's Official Receipt for other collections.	Computer Generated Official Receipt / Cashier's Official Receipt
Recording	Teller	Shall record the amount of cash collected in the Teller's Collection Logbook & in the Cash Receipts and Deposits Record.	Cash Receipts and Deposits Record; Teller's Collection Logbook

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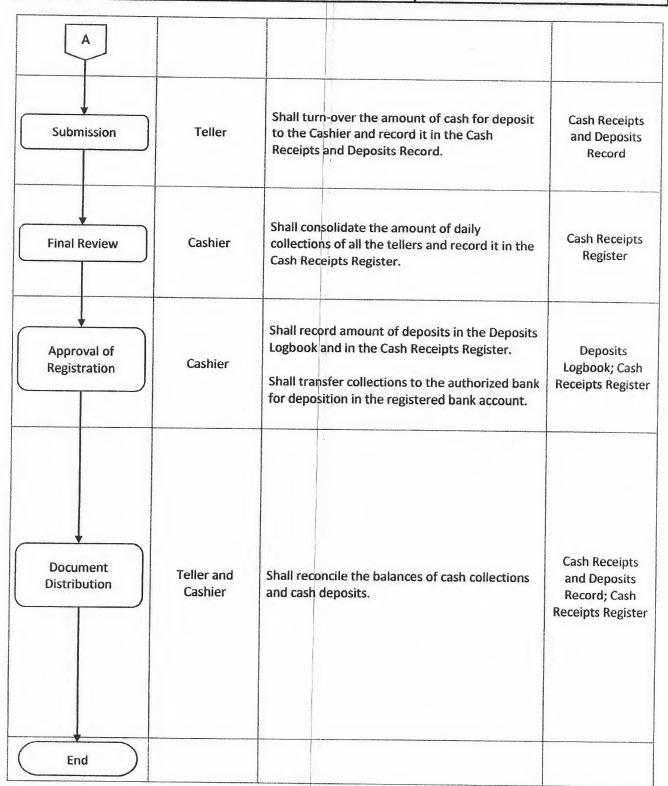


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6.2 Reports

Reports	Frequency	Responsible
Cash Receipts and Deposit Records	Daily	Teller
Cash Receipts Register	Daily	Cashier

7.0 PERFORMANCE INDICATORS

- 7.1 The Teller shall ensure proper handling of payment transactions and guarantee the correctness of cash balances.
- 7.2 The Cashier shall safeguard the daily deposits, reconcile the amount of cash collection to actual cash balances and make sure that all transactions are accounted for.

8.0 ATTACHMENTS & FORMS

- 8.1 Forms
 - 8.1.1 Cash Receipts and Deposits Record
 - 8.1.2 Cash Receipts Register

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Republic of the Philippines

Tanza Water District

Tanza, Cavite **CASH RECEIPTS AND DEPOSITS RECORD** Fund:__ CRDR No. Accountable Officer Official Designation Station Reference/ Nature of Undeposited Date Name of Payor Collection Deposit OR No./DS Collection Collection Tanza Water District Tanza Water District OCT 2 7 2018 CONTROLLED COP MASTER COP CERTIFICATION I hereby certify that the foregoing is a correct and complete record of all collections and deposits had by me in my capacity as _____ _ during the period from _ _ to , inclusives, as indicated in the corresponding columns. Name and Signature

Date